



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 1040.1D

Code 0003

7 Jan 00

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1040.1D

From: Commanding Officer

Subj: COMMAND RETENTION AND CAREER INFORMATION PROGRAM

Ref: (a) CINCPACTFLT/CINCLANTFLTINST 1040.1E
(b) Retention Team Manual (NAVPERS 15878H)

1. Purpose. To establish functions of the Command Retention, Career Information Program and composition for Naval Hospital Twentynine Palms Command Retention Team.

2. Cancellation. NAVHOSP29PALMSINST 1040.1C.

3. Background

a. The Command Retention Team is established per references (a) and (b) to obtain personnel stability through the retention of top quality personnel in proper balance and required numbers.

b. Retention of quality personnel in proper balance and sufficient numbers requires a threefold approach.

(1) The creation and maintenance of a favorable command climate.

(2) The promulgation of retention benefits and the mechanics of the career information program system.

(3) The potential for advancement/achievement must be enhanced through comprehensive/effective training and education programs.

4. Composition. The Command Retention Team shall be chaired by the Command Career Counselor (CCC) with the following membership:

a. Commanding Officer (CO)

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- b. Executive Officer (XO)
- c. Command Master Chief (CMC)
- d. Assistant Head, Manpower Management
- e. Chief Petty Officer/Petty Officer in Charge, Customer Service Desk, Personnel Support Detachment (PSD)
- f. Assistant Head, Education and Training
- g. Designated Senior Enlisted Leaders

5. Action

a. Commanding Officer. The Commanding Officer is the senior career counselor onboard. The Commanding Officer shall:

(1) Support and conduct a Career Information/Retention program per references (a) and (b) utilizing Career Information Program Management (CIPM) methods.

(2) Maintain onboard at least one graduate of the four week Career Information and Career Counseling Course (A-500-0011).

(3) Ensure Career Information Training Course (CITC) training for Retention Team members/career counselors is conducted. Minimum acceptable level of CITC training is 100 percent of all designated Retention Team members/career counselors.

(4) Ensure Retention Team meetings are periodically conducted. Recommended periods are monthly for Departmental/Divisional and quarterly for the command.

(5) Accord appropriate ceremony and attention to reenlistments.

(6) Meet at least 3 times per year, with crew members at Captain's Call.

(7) Ensure all personnel in paygrades E-1 through E-4 attend a First Term Personnel Success Workshop within six months of reporting aboard.

(8) Ensure all personnel who are separating, transferring to the Fleet Reserve or retiring attend a pre-separation briefing and/or a Transition Assistant Program (TAP) seminar.

b. Executive Officer. The Executive Officer will ensure enforcement of the policies outlined in this instruction. The Executive Officer is responsible for:

(1) Ensuring that all Retention Team members/career counselors have attended the one-day CITC.

(2) Ensuring that appropriate (telephone) communication and computer access is available to the Command and Department/Division Career Counselors.

(3) Monitoring the efforts of the Command Retention Team.

c. Command Master Chief. The Command Master Chief will work in close association with the Command Career Counselor in order to support the Command's Retention Team effort. The CMC shall:

(1) Encourage senior enlisted leaders to actively take an interest in promoting awareness of retention programs, emphasizing chain of command involvement under the CIPM concept and stress the value of continued Naval Service.

(2) Maintain current knowledge of retention/career information programs and policies contained in the references.

(3) Actively assist in the attainment of command retention goals.

(4) Inform the CCC of matters relating to policy which may arise from CMC conferences, seminars, and meetings.

d. Command Career Counselor. Represent the Commanding Officer as Career Information Program Manager and conduct a career information program in compliance with this instruction and the guidelines set forth in reference (a) and (b). The CCC shall:

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(1) Assist the Commanding Officer and Executive Officer in organizing and executing a vigorous and effective command retention program.

(2) Report to the Command Master Chief for administrative control and performance of all duties, but will have direct access to the Commanding Officer pertaining to enlisted retention issues.

(3) Organize and train departmental/division career counselors.

(4) Prepare minutes per reference (b) and indicate problems identified and actions taken or recommended.

(5) Keep the CO/XO, via the Command Master Chief, apprised of situations having positive or negative impact on retention and make appropriate recommendations.

(6) Provide the Commanding Officer with a monthly written report of career counseling/retention related activities. As a minimum this report will include:

(1) 12-month End of Active Obligated Service (EAOS)/Projected Rotation Date (PRD)/High Year Tenure (HTY) listing.

(2) Status of Retention Team members CITC levels.

(3) Status of completion of required interviews.

(5) Minutes of monthly retention team meeting.

(6) Professional Development Board (PDB) results (by paygrade).

(7) Inform the CMC of policy changes relating to a Navy career which may affect individual attitudes toward the Navy or command.

(8) Provide guidance to the Professional Development Board in all matters pertaining to rating and rate availability.

(9) Ensure interviews are conducted by the directorate/department/divisions career counselors.

(10) Maintain gender and ethnic command retention and advancement statistics to support the Command Managed Equal Opportunity (CMEO) program. Forward data, including demographic information to the CMEO Officer as required.

e. Directors, Department Heads, Division Officers, Chief Petty Officers. Directors, Department Heads, Division Officers, and Chief Petty Officers are expected to be advocates of career service in the Navy and to actively encourage quality personnel to make the Navy a career by virtue of their positions of leadership and commitment to Naval Service. Directors, Department Heads, Division Officers, Chief Petty Officers will:

(1) Submit departmental/divisional career counselor nominees to be interviewed by the Command Career Counselor and Command Master Chief for assignment. Upon completion, nominees will be submitted to the individual Director for final approval.

(2) Coordinate the command retention program as it pertains to their directorate/department/division.

(3) Become actively involved in personnel retention effort.

(4) Actively assist in the attainment of command retention goals.

(5) Ensure all personnel of proven performance are recommended for retention, and not recommend those who have not held up the high standards set by the Navy and the Command.

(6) Interview and counsel personnel prior to their EAOS.

(7) Ensure that educational and retention benefits are well published.

(8) Attend the quarterly Command Retention Team meetings as scheduled.

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f. Department/Divisional Career Counselors.

Department/Division will assign a Career Counselor, E5 or above, who is a graduate of the One-day Career Information Training Course. Their responsibilities are:

(1) Keep the Directorate/Department Head/Division Officer and Command Career Counselor of the progress of their retention program.

(2) Attend the Retention Team meetings called by the Command Career Counselor.

(3) Conduct required counseling, interviews, and forward required reports to the CCC.

(4) Coordinate with the Command Career Counselor to determine eligibility requirements are met, or a waiver is submitted, for all retention-related requests. Make appropriate recommendations before forwarding request up the chain of command.

(5) To hold career counseling lectures within the department/division.

g. The Command Career Counselor and departmental/division career counselors shall be available for interviews whenever possible. The following interviews will be conducted:

(1) Reporting.

(2) Retention (Active Duty Service Date (ADSD) + 18 months).

(3) Incentive (12 months prior to EAOS).

(4) 17-Year Monitor (17 year point)

(5) Pre-retirement/Separation (6 months prior to separation)

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6. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.



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Distribution:
List A